

THE STANDARD



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Human Resources

HUMAN RESOURCE MANAGEMENT SERVICES

State Employee Compensation Commission Election

HRMS will be conducting an election to fill a classified position and a nonclassified position on the State Employees Compensation Commission (SECC). The candidates will serve a four-year term from 10/1/09 to 9/30/13. The SECC meets at least once during each year of the biennium with the primary responsibility of making recommendations to the Governor on appropriate levels of state employee compensation and fringe benefits. If anyone from the classified or nonclassified service is interested in running for the SECC election, he/she should contact HRMS to obtain a petition. This petition with at least 100 names must be returned to HRMS by October 19, 2009.

Enterprise Learning Management

The Enterprise Learning Management (ELM) project is off and running. Julie Kennedy from the implementation vendor MAXIMUS joined us for the project on August 24 and will be here for the duration of the project as the Functional Lead for MAXIMUS. Along with all the technical environments being created for ELM, we held a project kick off meeting on August 27. Attending the project kick-off meeting were Agency Leads and Subject Matter Experts from the following agencies: Dept. of Transportation, Workforce Safety Insurance, Bank of ND, Dept. of Health, ND State Hospital/ Developmental Center, Information Technology Dept., Public Service Commission, State Procurement Office, Office of Attorney General, Supreme Court, Risk Management, Central Services Division, Game & Fish.

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CENTRAL SERVICES

North Dakota State Surplus Property is offering your state agency a range of new or used property at a substantially reduced price. They receive state, federal, and military property which is no longer needed. All types of property are available for purchase and include: machine tools, appliances, medical supplies, hardware, clothing, motor vehicles, boats, textiles, construction equipment, and more. They are able to sell federal property at a reduced price to eligible government entities such as state agencies, political subdivisions, tax funded organizations like fire and police departments, ambulance services, or schools, and health and education non-profit organizations.

Surplus Property also receives and sells a variety of state surplus items which are available to the public including: computers, desks, file cabinets, tools, office chairs, tables, copiers, shelves, etc.

The next time you are about to make a purchase, contact the North Dakota State Surplus Property and find out if they have the item you are interested in purchasing at a lower price. If you would like to receive a bi-monthly newsletter full of items for sale including photos and descriptions send your e-mail to bstrahm@nd.gov.

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RISK MANAGEMENT

With the H1N1 (Swine Flu) outbreak on many people's minds, now is a good time for agencies to review and update their continuity of operations plan. The potential consequences associated with pandemic influenza are significant and require agencies to prepare for the possibility of significant reductions in available staff as well as diminished ability of contractors and vendors to provide services to the agency.

As with all continuity plans, the identification of critical, vital, necessary and desired processes, and the staff and resources necessary to provide those services is critical. With a primary impact on human resources, agencies should develop and implement plans for cross training staff to support essential services, evaluate telecommuting options, and address the delegation of authority in the absence of key supervisory personnel. Questions that should be evaluated include: Does the agency have the technological capacity to support telecommuting? Can the

agency effectively supervise and monitor employees working from home? Are essential job tasks and the manner and means of accomplishing those tasks clearly documented in a readily available and understandable format? Has the agency addressed a process for securing additional temporary staff?

In addition to high levels of absenteeism internally, agencies must recognize that vendors and contractors may also experience significant disruption in their ability to provide goods and services to agencies. Where agency essential services rely upon underlying services provided by vendors or contractors, the agency's continuity of operation plan must address the potential diminished capacity of the vendor or contractor.

With effective planning, agencies will be able to continue meeting the needs of North Dakota citizens even in the event of a large or severe pandemic event. ●

FACILITY MANAGEMENT

Whether you are visiting or working here you will notice some changes to some of the areas throughout the eastern half of the capitol grounds. The following changes were completed during the summer and early fall:

- The redesign of the existing plaza and installation of a new canopy system at the entrance of the Heritage Center. This project includes a new cul-de-sac to be located between the Heritage Center and the Liberty Memorial Building. This new cul-de-sac will allow more convenience to those dropping off individuals at either building. For the convenience of the patrons of the State Library, the existing book drop has been relocated to the center of the cul-de-sac making it easier for individuals to return checked out items.
- The redesign of the north parking lot at the State Office Building has created a beautiful park-like setting for those walking throughout that area of the capitol grounds. As the trees mature, this area will continue to become more beautiful. Next spring we hope to add benches for employees of the State Water Commission to

utilize during their breaks.

- The remodeling of the entire Judicial Wing parking lot has created an additional 32 parking spaces for visitors and occupants of the Judicial Wing. These much needed parking spaces will alleviate some of the parking issues that we recognize exist in this area.

The following is a list of events that we have scheduled in the fall and winter:

- Trick-or-Treat at the Governor's Residence on October 31st
- Veterans Day ceremony on November 11th
- Governor's Official Christmas Tree Lighting ceremony on December 3rd at 5:00 pm in Memorial Hall
- Window Tree Lighting will be from December 3rd through December 30th
- New Year's Window Lighting will be December 31st and January 1st

For a complete list of the events occurring at the Capitol please visit our website at www.nd.gov/fac.

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CENTRAL SERVICES CONTINUED FROM PAGE 2

The ND State Surplus Distribution Center is located in Bismarck, ND. North Dakota State Surplus Property is part of the Office of Management and Budget state agency. Go to www.nd.gov/surplus/ for an eligibility application and a list of available property. ●

HUMAN RESOURCES CONTINUED FROM PAGE 2

Following the kick-off meeting, a FIT Gap meeting was held on September 15 where the project team came together to review the system requirements and mapped them to the application. Initial configuration of the application has taken place with input from the agencies in determining what they want reflected in the ELM application. As the project moves forward, we will be seeing the MAXIMUS Technical Leads in the Capitol starting September 28 to start the development phase of the project. ●



During the month of September, two of our employees were recognized for their outstanding service in state government. Mr. Jim Leingang,



our Electrician III, received the Governor's Award for Excellence on September 14th. Mr. Thomas Job, our Electrician II, received the Colonel's Award for Excellence from



Names from left to right are: Colonel James Prochniak; Thomas Job; Captain David Kleppe; Lieutenant Jody Skogen; Lieutenant Brandon Solberg.

the Highway Patrol on September 17th. We very much appreciate the professionalism and dedication each of these individuals provides to state government. ●

FISCAL MANAGEMENT

Complete Count Committee – The 2010 Federal Census is coming.

Every 10 years the federal government is required to count all U.S. Citizens. It's called the dicennial census – and it's coming in March 2010.

In March, each of us will receive the Census questionnaire. "It's 10 questions, in 10 minutes, in 2010." Why is it so important that each of us complete and return our questionnaire?

- It is used to draw legislative district boundaries.
- It determines how many representatives North Dakota will have in Congress.
- It provides businesses looking to relocate or expand in North Dakota with information on available workforce.
- A substantial number of federal programs allocate funds based, in full or in part, on population. For every person in North Dakota not counted, State

programs will forgo \$10,000 in federal grants over the next 10 years.

Governor John Hoeven, recognizing the importance of counting every North Dakotan, established the ND Complete Count Committee (CCC). The CCC is comprised of representatives from cities, counties, tribes, state government (including OMB-Fiscal Management) and private industry. The CCC is working to get the word out about the importance of being counted.

In addition, the Governor recommended and the legislature approved \$100,000 for the CCC to use in getting the word out.

The CCC printed flyers for distribution at the State Fair. Stickers and brochures will be printed for all elementary school students to remind their parents to return their census questionnaire. You'll be seeing other promotional events and activities from now through completion of the census.

REMEMBER: You count in North Dakota! ●

Did you know that the State of ND has graphic design services available to you through Central Services? Sheila Fryer, Graphic Designer, is available to assist you with all of your design projects, no matter how large or small. Please contact Sheila at 328-2782.

